



COMPENSATORY TIME OFF FOR TRAVEL

NOAA Workforce Management Office
2005 updated 2007



Compensatory Time Off for Travel

- A new form of compensatory time off:
 - Earned by an employee for time spent in a travel status
 - Away from the employee's official duty station
 - When such time is not otherwise compensable. (Default provision)
- The travel must be officially authorized
 - for work purposes and
 - approved by an authorized agency official or otherwise authorized under established agency policies.
- Interim regulations
 - Effective January 28, 2005
- Final regulations
 - Effective May 17, 2007



Travel Status

Time in travel status includes:

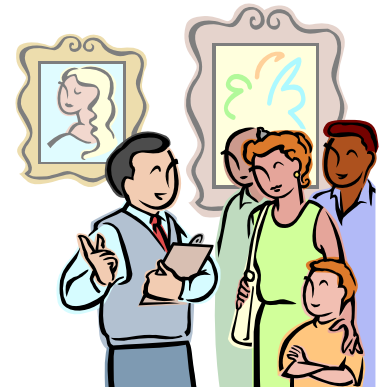
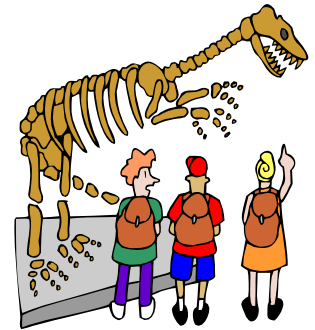
Time spent traveling between

- the official and temporary duty stations
- two temporary duty stations; and
- the “usual waiting time” that precedes or interrupts such travel (e.g., arriving prior to the scheduled departure of an airplane, per DOC Policy):
 - 2 hours – domestic
 - 4 hours – international



Travel Status (cont'd)

- “Usual waiting time” at a transportation terminal is creditable
 - at the exclusive discretion of the employing agency
- An “extended” waiting period is not considered time in a travel status, i.e., an unusually long wait during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes.



Commuting Time Outside of regular working hours

■ Travel is creditable travel time when it is:

- between an employee's **home** and a temporary duty station or transportation terminal **outside** the limits of his or her official duty station
- However, the agency must **deduct** the employee's normal home-to-work/work-to-home commuting time from the creditable travel time.

■ Travel is creditable travel time when it is:

- between a **worksite** and a transportation terminal
- no commuting time offset applies

■ Travel is not creditable travel time:

- to or from a transportation **terminal** within the limits of the employee's official duty station
- and is considered equivalent to commuting time



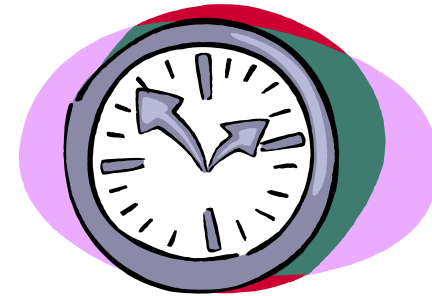
“Compensable”

- Compensatory time-off for travel may be earned
 - only for time in a travel status that is not otherwise “compensable.”
- Compensable periods of time means periods of time that are creditable as hours of work for the purpose of determining a specific pay entitlement
- For example, hours of travel are not creditable
 - if the hours are compensated by basic pay or under other premium pay provisions,
 - if there are compensation caps that limit the payment of premium pay for those hours (e.g., the 25% cap on availability pay and the biweekly premium pay cap)



Crediting Time

- Compensatory time off for travel is credited and used in 15 minute increments
- DOC's procedures for requesting credit:
 - Make request prior to the actual travel or within 10 calendar days of termination of the travel
 - Use any of the following:
 - CD-81 – Request for Paid OT or Comp Time
 - webTA Leave and Premium Pay Request
 - Email
 - Memorandum
- Requests may be denied
 - If not filed within the specified time limit



FORM CD-81
(8-71) LF
DAO 202-551

U.S. DEPARTMENT OF COMMERCE

AUTHORIZATION FOR PAID OVERTIME AND/OR HOLIDAY WORK, AND FOR COMPENSATORY OVERTIME

NOTE—Personnel in operating units requiring copies in addition to the two indicated, refer to internal procedures.
INSTRUCTIONS—Prepare original and one (1) copy. Forward original to Payroll Section and copy to Time Clerk responsible for certification of time and attendance reports.

NAMES OR NUMBER OF EMPLOYEES	GRADE (indicate GS, WS, etc.)	MAXIMUM HOURS PER PAY PERIOD	
		PAID OVERTIME OR HOLIDAY WORK	ESTIMATED COST
5	6	7	8



Documentation: Crediting Time

Provide chronological record (in same time zone) of specific travel information including:

- Duration of normal home-to-work commute
- Regular tour of duty
- Date/time/place of departure
- Actual time spent traveling to/from transportation terminal
- Time spent waiting at the transportation terminal
- Time spent in travel
- Time of arrival at/departure from temporary duty station

SECTION A — IDENTIFICATION						FORM CD-373 (Rev. 9-83)		U.S. DEPARTMENT OF COMMERCE	
SOCIAL SECURITY NUMBER	NAME (Last)		(First)		(Middle Initial)		TRAVEL VOUCHER		
BUREAU CODE	CO-19 TRAVEL ORDER	DATES FOR TRAVEL EXPENSES FROM TO		TYPE CODE	(Indicate One Type Only)		RECLAIM AMOUNT INCLUDED		
PURPOSE CODE		MO DAY YEAR MO DAY YEAR		1 — DOMESTIC TRAVEL — 48		2 — FOREIGN TRAVEL			
				3 — TRANSFER HOUSEHOLD		4 — TRANSFER OTHER			
				5 — DOMESTIC TRVL — OTHER		6 — OTHER			
ORGANIZATION		OPTIONAL DUTY STATION (City and State)		PERCENT CITY AND STATE (if other than Official Duty Station)		MAILING ADDRESS OF CHECK			
1/11/11/11/11/11		11/11/11/11/11/11/11		11/11/11/11/11/11/11		SALARY CHECK ADDRESS <input type="checkbox"/>			
						SPECIAL ADDRESS (Non-Government Traveler or New Hire)			
SECTION B — TICKET COSTS BILLED DIRECTLY TO GOVERNMENT (Air, Rail, Bus, Ship)						SECTION D — CLAIMS			
AMOUNT	VENDOR	NUMBER OF TRAVELERS	CLASS	FROM	EXPLANATION OF TRAVEL	TO	FINANCE USE		
1. \$							1. PER DIEM		
2. \$							NO. DAYS [] \$		
3. \$							2. MILEAGE		
4. \$							TOTAL MILES []		
5. TOTAL — SECTION B						3. OTHER TRAVEL			
IMPORTANT: Return unused tickets to your travel service provider.						4. CAR RENTAL (Paid by Traveler)			
SECTION C — ACCOUNTING CLASSIFICATION CODE (Reimbursable Expenses)						5. COMMON CARRIER TRANSPORTATION			
(Distribute Total Claim Amount from Section D to the Applicable Accounting Classification Code(s) as Indicated on the Travel Order)						6. ACTUAL SUBSISTENCE NO. DAYS []			
FCFY (0000)	PROJECT-TASK (0000000-0000)	ORGANIZATION (00-00-0000-00-00-00-00)	OBJECT CLASS (00-00-00-00)	CLAIM AMOUNT		7. MISCELLANEOUS EXPENSES			
1.				\$					
2.				\$					
3.				\$					
4.				\$					
5.				\$					
6.				\$					
7.				\$					
TOTAL CLAIM AMOUNT (This Amount Must Agree with Book 11) →						\$			

Using Time

- Request use of earned time through:
 - SF-71/OPM-71
 - webTA Leave and Premium Pay Request
 - Email
 - Memorandum
- Kept with timekeeping records for 6 years.
- Employees (and their managers) must judiciously manage/plan use of:
 - annual leave
 - compensatory time
 - compensatory time-off for travel
 - credit hours
 - For example, using compensatory time-off for travel to avoid forfeiture and then not using excess annual leave is not an “exigency of business” for restoration purposes



A sample of a "Request for Leave or Approved Absence" form. It includes fields for employee name, organization, type of leave, dates, and total hours. There are also checkboxes for various leave types and a section for family and medical leave.



Forfeiture

- **Compensatory time-off for travel is forfeited:**
 - If not used within 26 pay periods after pay period it is credited;
 - Upon voluntary transfer to another agency;
 - Upon movement to a noncovered position (e.g., SES, or WG)
 - Upon separation from the Federal Government.
- **Exceptions:**
 - If employee separates or is placed on LWOP for Military Service or on-the-job injury with unused compensatory time off, the 26 pay period waiting time starts over upon return.
 - Exigency of service beyond employee's control
- **Under no circumstances may an employee receive payment for unused compensatory time-off for travel.**



Limitations

- **Compensatory time-off for travel may not be considered** in applying the:
 - biweekly cap,
 - annual premium pay cap, or
 - aggregate limitation on pay.
- **There is no limitation** on the amount of compensatory time-off for travel an employee may earn.





Not Creditable

■ Time spent:

- In connection with Union activities
- Traveling during basic (non-overtime) holiday hours
- At a temporary duty station between arrival and departure
- Extended waiting time (i.e., not “usual waiting time”)
- In connection with an employee’s permanent change of duty station

Additional Information

Final Regulations

Federal Register Notice, Vol. 72, No. 73, Tuesday, April 17, 2007

OFFICE OF PERSONNEL MANAGEMENT

5 CFR Part 550

Pay Administration (General)

AGENCY: Office of Personnel Management.

ACTION: Final rule effective May 17, 2007



Memorandum and Guidance

<http://www.opm.gov/oca/compmemo/2007/2007-02.asp>

April 17, 2007

MEMORANDUM FOR HUMAN RESOURCES DIRECTORS

FROM: NANCY H. KICHAK, Associate Director, Strategic Human Resources Policy

SUBJECT: Final Regulations on Compensatory Time Off for Travel

OPM Fact Sheet Compensatory Time Off for Travel



DOC

Human Resources Bulletin #065, FY 07 dated May 14, 2007





For additional information on
Compensatory Time for Travel
go to:

<http://www.wfm.noaa.gov>